

**MNPS Disclosure of Interest**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Disclosure Statement**

I do \_\_\_\_\_ do not \_\_\_\_\_ have any financial (regardless of amount) or fiduciary interests, relationships, commitments, or activities including uncompensated activities, that present a potential conflict of interest within the context of MNPS's Conflict of Interest Policy.

1. List all sources of your income for the preceding calendar year. Gifts from family members and relatives by blood or marriage need not be disclosed.

Sources:

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2. Do you or your spouse presently have a financial interest of at least 5% (five percent) of any business doing operations with Metropolitan Nashville Public Schools?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes:

Yourself or Spouse: Business name and address: Percent of the interest, if known:

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3. Do you or your spouse hold any position\* with any for-profit entity, non-profit entity, labor group, or educational or other institution, which position is not disclosed above as a source of income?

\*These include positions from which no value is received.

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes:

**MNPS Disclosure of Interest**

Person: Position: Entity:

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4. Do you or your spouse have a financial interest in, or are you or a family member a party to, any litigation involving the Metropolitan Nashville Public Schools?

\_\_\_\_ Yes \_\_\_\_ No

If Yes, describe each: \_\_\_\_\_

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5. Do you or your spouse have any\* debts, guarantees, or endorsements of debts aggregating over \$5,000 owed to any one creditor?

\*Excluding liabilities owed to a family member or relative by blood or marriage, and excluding loans from established financial institutions made in the ordinary course of business on usual and customary terms.

\_\_\_\_ Yes \_\_\_\_ No

If Yes, describe each: \_\_\_\_\_

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6. Do you or your spouse have any debts in excess of \$5,000 which are secured by a guarantee or collateral of any individual other than a family member or a relative by blood or marriage?

\_\_\_\_ Yes \_\_\_\_ No

If Yes, describe each: \_\_\_\_\_

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7. List Anything of Value that you have received, during the past calendar year. If related in any way, directly or indirectly, to being an employee.

**MNPS Disclosure of Interest**

For purposes of this section, an item of value has an aggregate value in any calendar year in excess of one hundred dollars (\$100.00) from a single source and may include food, beverage, travel, tickets, or other items. If an event is generally recognized as an annual fund raising benefit sponsored by a non-profit organization an employee may accept from the sponsoring organizations, on behalf of himself and a guest, free or discounted admission, tickets or access of a face value in excess of one hundred dollars (\$100.00).

M = Meals, food, and beverage items

A = Admissions, tickets to events, or other access (including parking)

T = Travel expense

O = Other (describe)

Source: Date: Benefit Type and Description: Value:


The information provided herein is, to the best of my knowledge and belief, true and complete.

\_\_\_\_\_  
Signature of MNPS Employee

\_\_\_\_\_  
Date

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

## MNPS Disclosure of Interest

Metropolitan Nashville Public Schools promotes transparency and seeks to avoid any actual or perceived misconduct or conflict of interest. As such, employees holding the following positions are required to complete an annual disclosure of financial interest, effective with the year beginning January 2012.

Director of Schools

Chief Operating Officer

Chief Financial Officer

Assistant Superintendent of Human Resources

Assistant Superintendent of Student Services

Assistant Superintendent for Instructional Support

Associate Superintendent of Elementary Schools

Associate Superintendent of Middle Schools

Associate Superintendent of High Schools

Special Assistant to the Director for Communications

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Special Assistant to the Director for Strategic Planning

Director of Purchasing

Executive Director of Federal Programs

Executive Director of Innovation

Executive Director of Information Technology

Assistant to the Director for Leadership Development

Director of Facility Planning and Construction

Director of Transportation

Director of Food Services

Director of Facility and Grounds Maintenance

Director of Employee Benefits

Each employee included in the previous section shall file the Disclosure of Interest form with the Metropolitan Nashville Board of Education Administrator by **January 30** of each year. The Disclosure of Interest Form must be signed by the employee and notarized by a licensed notary public.